

## POSITION DESCRIPTION

### Show Merchandise Coordinator

<b>About WOW:</b>	At the heart of WOW is a renowned international wearable art competition which has flourished over the past 30 years resulting in New Zealand's single largest theatrical production staged in Wellington annually, a museum in Nelson and an international touring exhibition.
<b>Position Purpose:</b>	<b>To coordinate staffing and sales of WOW merchandise during the 2019 show season</b>
<b>Scope of Role:</b>	Coordination of staffing and supply for our merchandise and programme booths over the 2019 Wellington show season.
<b>Location:</b>	Wellington
<b>Reports to:</b>	Head of Finance
<b>Key Working Relationships:</b>	
Internal	Front of House Manager, Head of Show Production, Assistant Accountant, Stock Controller
External	Sales volunteers
<b>Direct Reports:</b>	NIL
<b>Financial Authority:</b>	NIL

### Key Accountabilities & Dimensions of the Position:

1. Assisting with recruiting and selecting volunteer merchandise and programme sellers
2. Managing the volunteers and providing training in the use of the tills/scanners/EFTPOS terminals
3. Reviewing sales reports daily and devising and implementing sales strategies to achieve sales targets
4. Liaising with Stock Controller re replenishment of booth stocks. Assisting with stock taking as required.
5. Sending electronic till records to Assistant Accountant for each show
6. After start of Show - reconciliation of programme sales to vouchers and cash for each roving programme seller when roving sales are completed and recording these on the Programme Reconciliation sheet.
7. After show, clearing cash and vouchers from tills and placing in safe
8. Participating in daily Merchandise meeting and actioning selling strategy
9. Assisting with pack out at end of show

### Skills and Experience Required:

1. Demonstrated supervision skills. Able to motivate and direct a team of volunteer sales people.
2. Self-confidence with well-developed communication skills
3. Highly organised. Ability to multitask
4. Experience in retailing/customer service and POS systems
5. Computer skills in MS Office
6. Have an eye for detail and accuracy.